

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 2015-02

OPEN TO: All Interested Candidates/All Sources.

POSITION: Translator Speechwriter, FSN-9, FP-5

OPENING DATE: April 20, 2015

CLOSING DATE: May 11, 2015

WORK HOURS: Full-time.

SALARY: * Ordinarily Resident (OR): CHF. 111,121 p. a (starting salary)
(position grade: FSN-09). (pro-rated for part-time)

*USEFM & Not-Ordinarily Resident (NOR): \$50,379 USD p.a.
(Starting salary- to be determined by Washington) (Position
Grade: FP-5). (pro-rated for part-time)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (see Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Geneva is seeking an individual for the position of Translator/Interpreter/Speechwriter.

BASIC FUNCTION OF POSITION

The incumbent will provides the Ambassadors and the DCM with translations for speeches, remarks and other spoken and written presentations, ensuring that all nuances and speaker's individual style are observed. The incumbent will develop outlines, background information, ideas and other materials for the Ambassador's and DCM's public remarks. She/he carries out research for material and facts for speeches and official texts thought the internet and other resources. She/he writes drafts of speeches and remarks either independently or in coordination with various Mission sections/offices/agencies.

Serves as the Ambassador's interpreter and performs the full range of interpreting duties from French into English and vice versa with the majority being consecutive translation for the Ambassadors. Accurately and confidently interprets for confidential discussions and meetings with foreign government officials, including during negotiations on inter-governmental agreements, and during official events. She/he interprets for the Ambassadors before large audiences and for television and radio audiences. The range of topics will vary from international politics, the bilateral relationship, economics, legal to

commercial and cultural affairs, and beyond. Furthermore, the interpretation may involve intensive sessions such as meetings or conferences.

She/he serves as the Ambassador's translator, translating non-technical material related to the Mission's programs and involving some specialized vocabulary and terminology into English and into French. Translations must be accurate and the use of words must reflect the wording and meaning of the original document. Check received documents for any lack of clarity in them (or uncompleted translations) and discuss with designated Point Of Contact solutions for rendering difficult passages into the target language in a way that avoid ambiguity. The incumbent translates material from English to French and vice versa, accurately reflecting all linguistic aspects of the original document or, if so directed, sometimes adapting the translation to meet the style of the individual or event. The position may be required to prepare summaries or extracts from English texts for issuance in French as well as produce similar summaries or extracts from French for issuance in English.

She/he will also provide similar services to the DCM and USG officials as needed. She/he will do other duties as assigned.

QUALIFICATIONS REQUIRED

All applicants **must address** each selection criterion detailed below with specific and comprehensive information supporting each item. If you do not address these qualifications in your application you will be considered "unqualified." You may attach an additional narrative statement if needed.

1. Bachelor degree in international relations or political science is required. Additionally professional translator/interpreter credentials are required.
2. Minimum of 5 years of experience working in a foreign affairs environment in a position with interpreting, translating and significant drafting, reporting, note taking responsibilities are required.
3. Level V (translator) speaking/reading/writing in English and French are required.
4. Job knowledge: drafting speeches and editorials related to foreign policy matters. Thorough knowledge of professional interpreting and translation. Excellent knowledge of the fundamental techniques of consecutive interpretation. Good understanding of USG foreign policy priorities and familiarity with multilateral diplomacy. Thorough knowledge of American and Swiss society and culture and of the bilateral relationships between the two countries. Excellent knowledge of the Swiss economy, social and educational structures, history and culture. Good knowledge of the Microsoft package and internet. Good knowledge of how to use basic research tools to acquire the appropriate technical understanding and terminology involved in each subject-matter field in which translation is required. Basic knowledge of Department of State protocol and correspondence instructions and procedures. On an ongoing basis,

conduct the necessary research in relevant fields to keep abreast of basic political, economic, social, military, scientific, cultural, and ecological developments in Switzerland and United States.

5. Excellent writing skills in both languages including for new Medias. Ability to produce quality translations into English and French. Ability to interpret at a consecutively high level. Good organization skills to accomplish work goals. Ability to communicate with high level government officials, including employing tact when requesting clarification. Excellent cross-cultural oral and written communication skills. Excellent typing and accuracy skills. Strong interpersonal skills. Advanced research skills – demonstrated ability to use Word, Excel, Outlook and Internet for sophisticated research. Ability to be tactful and discreet. Ability to conduct research to expand vocabulary on specialized/technical matters before interpretation. Strong oral communication skills.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) for Locally Employed Staff or Family Member (DS-174) found or eForms (for current employees), by double clicking the icon below or by contacting HR for a copy;

UAE - WORD
Fillable.doc

OR,

2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
Insert Address: GenevaHR@state.gov.

POINT OF CONTACT

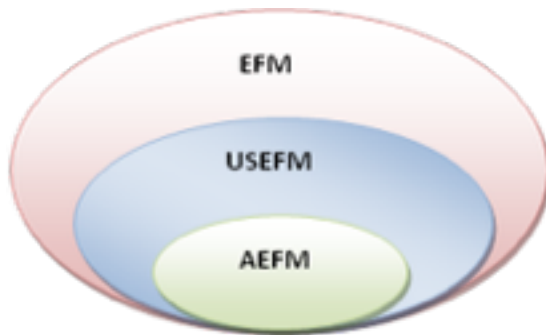
Name: Laurence Zulian
Telephone: 022 749 44 27

CLOSING DATE FOR THIS POSITION: April XX, 2015

The U.S. Mission in Geneva provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the Application for Employment.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type

- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References